

Idaho Transportation Department – Division of Motor Vehicles

Procurement Strategy

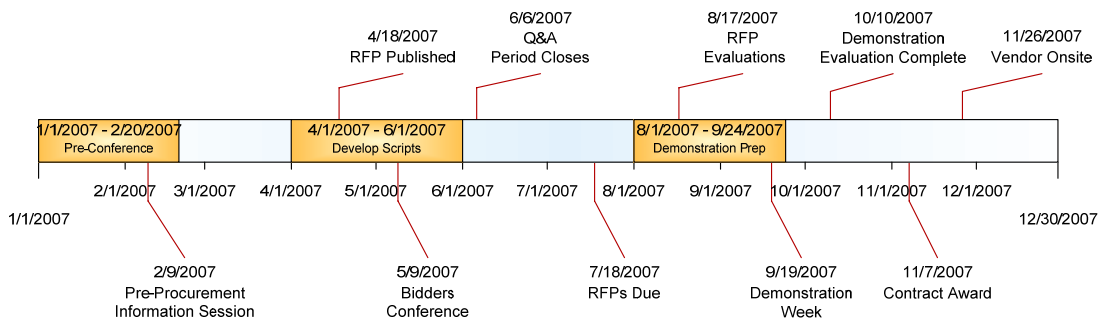
The procurement strategy is designed to optimize information exchange and partnering opportunities and is structured around three phases.

- I. Pre-procurement Information Exchange
- II. Procurement Request for Proposals (RFP)
- III. Solution Evaluation & Selection

Phase I During the Pre-procurement information exchange, the ITD DMV will host a 2-3 hour session for interested solution providers weeks in advance of an RFP. The sole purpose of this session would be for the ITD DMV to share its future operational vision and views in sufficient detail for candidate solution providers to clearly understand ITD DMV's modernization objectives and timeline, and make comments and suggestions for improvement. Topics reviewed at this session would include, but are not limited to the following: reviewing the Mission, Vision and Goals of the modernization, a walkthrough of the division's future process models, and a recap of the desired implementation schedule and pace.

During the session, participants would be invited to query DMV for clarity of understanding, and encouraged to suggest alternative approaches. After the session, participants would be invited to submit additional items for clarity of understanding, and to suggest alternatives or enhancements to the vision components or implementation approaches. Staying true to the concept of an informational session, questions asked during the sessions would not be recorded or distributed to participants. Likewise, submissions by participants after the session would be for the ITD DMV's consideration and use only, and would not be distributed to participants.

Phase II The next phase is the traditional State of Idaho procurement process or RFP. The RFP would be published and a bidder's conference would be held. The purpose of the conference would be for the ITD DMV to review the main content of the request with participants, and allow participants to query areas for clarification and/or expansion. An additional two-week time period following the bidder's conference would be allowed for additional questions to be submitted in writing to ITD procurement. The questions raised and answered at both the conference and submitted during the post-conference period would be documented and available to all solution providers.



Phase III Vendor responses to the ITD DMV will be due approximately 30 to 45 days from the date the questions and answers were made available. Once the responses are received, the ITD DMV Evaluation Team's assessment and scoring of the responses should begin following standard ITD procurement statutes and practices. The vendor responses will then be scored and down-selected to the top two or three candidates.

Those candidates are required to demonstrate their solutions utilizing a standard scenario-based demonstration script in a 4-5 hour work session. The script, developed by the ITD DMV

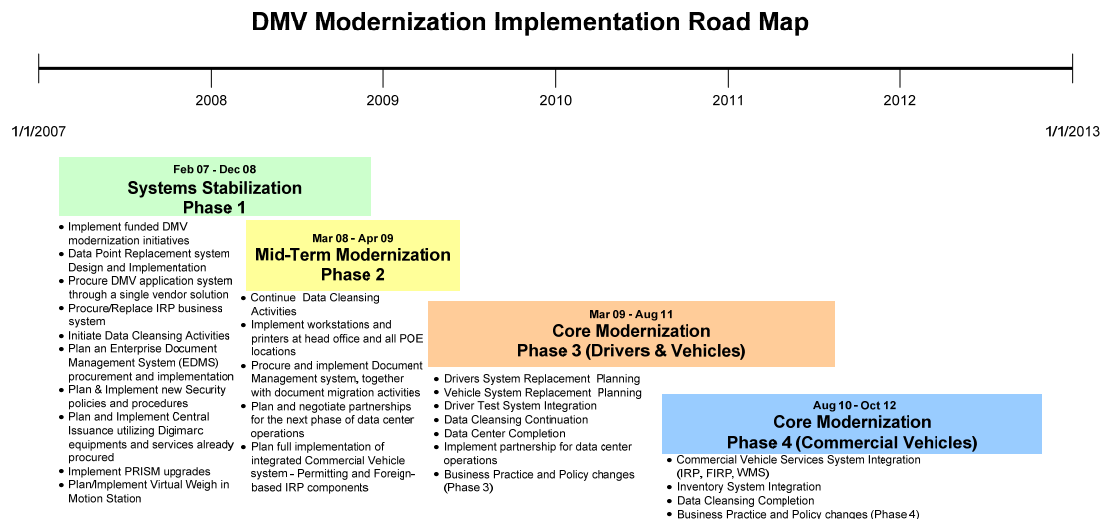
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evaluation team, would be organized by process components (e.g., issue driver license, process registration renewal, etc) and would facilitate solution candidates in walking through a select number of motor vehicle transactions. This process ensures the fair and consistent evaluation of each solution's capabilities. Time would also be allowed for each vendor to demonstrate other functions, features and capabilities not covered by the scripts. Again, in the spirit of providing candidates the most available information, the scripts would be provided two to three weeks in advance of the demonstrations.

Implementation Strategy

A phased implementation, which breaks into four discreet capability “phases”, was selected to allow the ITD DMV to address critical short comings in the near term while addressing budgetary constraints, and at the same time building the foundation for broader application replacement and integration over a period of time.

The first phase of the modernization begins with the acquisition of the Data Point technology (front end, point-of-sale transaction system in all county, Port of Entry and Headquarter locations) replacement and hiring of a systems integration contractor to assist the ITD DMV with the rest of the modernization effort. In addition to the replacement of Data Point, the ITD DMV will also look for ways in which the driver and vehicle data can be merged in the current system. By doing this early, the ITD DMV will be in a better position to achieve its core vision of One Person, One Record.



The second phase of the modernization effort is focused on support systems implementation (e.g., document management), data cleansing initiation, and implementation of central issuance processes to support Real ID.

The major modernization activities of Phase Three center on the implementation of the two core applications – Driver and Vehicle – and establish the customer-centric database.

Phase Four completes the remaining components of the target business, organization and technical environment in building, configuring and integrating the permitting portion of the commercial vehicles applications and ancillary MVD modules like IRP/IFTA and Dealer Management.